



DEPARTMENT OF THE AIR FORCE

HEADQUARTERS 319TH AIR REFUELING WING (AMC)
GRAND FORKS AIR FORCE BASE, NORTH DAKOTA



MEMORANDUM FOR ALL MULTIMEDIA CUSTOMERS

10 DEC 2007

FROM: 319 ARW/CC

SUBJECT: Policy Letter 07-08: Multimedia Products and Services

1. Attached is a list of products/services offered by the 319th Air Refueling Wing, Public Affairs Multimedia Section. Products and services are provided for official purposes only, as outlined in AFI 33-117, *Multimedia (MM) Management*. Deviations from this policy for special needs/purposes require a letter of justification signed by the requesting unit commander. Deviations are authorized by the Installation Commander or MAJCOM Public Affairs. Requesting units may be required to supplement supply costs for services above and beyond those specified in this memorandum.

2. The following priority system will be used when determining availability of services provided:

Priority I: Emergency incidents requiring immediate response

Priority II: Mission-essential or urgent conditions requiring 1 or 2 days response time

Priority III: Normal day-to-day mission requirements--5 working days response

Priority IV: Necessary, routine requirements--accomplished on a space-available basis

3. If you have any questions, please contact the Base Multimedia Manager at 747-5062.

Diane R. Hull

DIANE R. HULL, Colonel, USAF
Commander

Attachment:

Multimedia List of Products & Services — 14 November 2007

Multimedia List of Products and Services

PHOTO			
Product/Services	Quantity/Size Authorized	Turnaround Time	Remarks
Alert Photography/ Emergency Response/Wing Safety	As required	6 hrs — 1 day	As directed by SFS, OSI, Fire Dept, Safety Office, Command Post, or ARW/CC. Not to be used for routine photographic support.
Studio Portrait (Wing level Annual and Quarterly Award winners, Special Duty, Chain of Command, DOD official photos etc.)	As required	Same Day	By Appointment only 747-5023 Initial Chain of Command Distribution Wing level-100 Group level-25 Squadron level-5
Official Passport, Turkey Id's, Isoprep photos	As required	Same Day	By appointment only 747-5023
Technical Documentation	As required	5-7 duty days	Documentation of events for Operations, Training and Evaluation
Promotion Ceremony (Wing Promotion ceremony only)	Photos provided in electronic format.	5-7 duty days	Self-help cameras available for all others.
Official Change of Command Ceremony (Group level and above)	CD of images provided in electronic format 2-8x10 layouts	5-7 duty days	Self help cameras available for all others
DV visit support	As required	As required	As determined by Base Commander and Protocol Office
Retirement Ceremony	CD of images in electronic format 1-8x10 layout	5-7 duty days	Support is provided on a first come first serve basis

Photo (cont)

Formal Award Ceremony (wing level and above)	Photos provided in electronic format	5-7 duty days	Self help cameras available for all others
Commander's Call (Wing CC and above, when DOD Medal and awards are presented)	Photos provided in electronic format	5-7 duty days	Self-help cameras available to all others.
Chief, SNCO, NCO Induction Ceremonies	Photos provided in electronic format	5-7 duty days	Prints must be procured at customer expense through commercial means
PME Graduation Ceremony	Photos provided in electronic format	5-7 duty days	Prints must be procured at customer expense through commercial means
CCAF Graduation	Photos provided in electronic format	5-7 duty days	Prints must be procured at customer expense through commercial means

VIDEO

Product/Services	Quantity/Size Authorized	Turnaround Time	Remarks
Alert Videography	As required	1 day	As directed by SFS, OSI, Fire Dept, Safety Office, Command Post, or ARW/CC. Not to be used for routine video support
Retirement Ceremony (E-9, O-6 and above)	1 master	14 duty days	Official ceremonies only, not farewell events. All others will be provided a self-help camera.
Promotion Ceremony	N/A	N/A	Self help cameras available for all others
Change of Command Ceremony (Wing level only)	2 masters	14 duty days	Self help cameras available for all others
Educational Training Production	As required	120 duty days	Customer must submit script prior to the beginning production
News Event Documentation	As required	2 duty days	Determined by multimedia personnel
Duplication services VHS, DVD, Mini DV	1 copy	3 duty days	Customer may provide additional media to be copied
Historical Documentation	1 master	14 duty days	As determined by Base Commander, Public Affairs, or Base Historian
Contingency and Exercise Documentation	1 copy for each official requirement	As required	Documentation of Combat and Combat related events
Commander's Call (self-help only)	N/A	N/A	Self help cameras available for all others
IPTV	Broadcast	Product Dependent	See attachment 2
Technical Documentation	1 master	Product Dependent	Documentation of events for Operations and Evaluation.

SELF-HELP AND EQUIPMENT CHECKOUT

Use of self-help equipment is for official government business

Self-Help Equipment	Description	Remarks
Digital Video Camera with tripod	Requires digital video tape as the recording medium	Multimedia will provide 1 DVD copy of original tape
Digital Still Camera	Requires digital medium	Multimedia will provide 1 CD/DVD of original photos
Projector/laptop	Customer signs out and sets up.	Customer must provide all presentation support